



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-030
JEMEZ HEALTH & HUMAN SERVICES
MEDICAL DIRECTOR

Position Title:	Medical Director	Pay Level:	\$246,997.08-\$411,661.80
Position Open Date:	5/11/2026- Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Director, Health & Human Services		

POSITION SUMMARY:

Provides executive clinical leadership for Jemez Health & human Services (JHHS), overseeing medical programs, providers, and clinical staff to ensure the delivery of high-quality, patient-centered care. Responsible for directing daily medical operations, developing and implementing clinical policies and procedures, ensuring compliance with Publix Law 93-683 and all applicable regulations, and driving continuous quality improvement initiatives. Serves as a key liaison between regulations, and driving clinical teams to align healthcare services with organizational goals and community health priorities. In addition to administrative leadership, actively provides comprehensive primary care services, including patient evaluation, diagnosis, treatment planning, and ongoing medical management.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Minimum: four (4) years of experience or greater working as a provider in a relevant practice such as an outpatient primary care or acute/urgent care setting.

M.D. or D.O. from an accredited medical school AND three (3) years of residency.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Current valid and unrestricted state medical license

Board certified in applicable medical discipline

Current and unrestricted Drug Enforcement Agency (DEA) certification

Valid Basic Life Support (BLS) not required however recommended Advanced Cardiovascular Life Support (ACLS) and Pediatric Advance Life Support (PALS)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Responsible for designing, implementing, and evaluating the quality of care for all patients and maintains documentation of clinical procedures and protocols.
- Participation in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits, and peer reviews; to be monitored by the Executive Director and jointly reported to the Health Board.
- Demonstrates the highest standards of medical ethics while providing clinical leadership across the organization.
- Partners with the Risk Manager, Compliance, and Practice Manager to address patient concerns and complaints, and serves as a key advisor to the Executive Director. Chairs Medical Staff and Medical Executive Committee meetings to support effective governance, communication, and organizational alignment as well as oversee and ensures proper credentialing and privilege status of medical staff.
- Responsible for the review, revision, and development of Medical Staff Bylaws, departmental policies, and procedures, ensuring alignment and compliance with Centers for Medicare & Medicaid Services (CMS), Accreditation Association for Ambulatory Health Care (AAAHC), Tribal policies, and applicable regulatory and professional standards.
- Assists in the provision of continuing education, on-the-job training, and the orientation of community health center staff as requested.
- Supervises, advises, counsels, and disciplines all medical department professional providers in conjunction with the Human Resources department. Approves leave status for medical department professional provider staff.

- Participates in medical staff recruitment and retention, including interviewing and selection of qualified providers, and contributes to short-and long-term planning for medical operations, including the development of goals, objectives, and efficient staffing plans.
- Participates in the development of medical budget, including staffing, support plan and equipment needs projection with on-going monitoring and evaluation.
- Travels when necessary to fulfill the clinic's needs and attends meetings as necessary to represent the organization and/or the medical department.
- Attend Staff and Health Board meetings and participate in Medical Staff Committee as scheduled.
- Obtains appropriate consultation when problems presented are outside the scope of practice or when unfamiliar with a particular aspect of patient care and utilize available current references and resources.
- Serves as the primary clinical contact/principal advisor regarding the foundational 1952 federal contract between University of New Mexico Hospital and the Indian Health Service (IHS) the contract is being met by both parties.
- Supports Pueblo of Jemez Health and Human Services (JHHS) in achieving and maintaining AAAHC, IHS and other accrediting and federal funding requirements.
- Maintains relationships with referral hospitals and professional organizations.
- Safety: Responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including patients and themselves by following required Federal/State/JHHS protective protocols, policies, and guidelines.
- Provide comprehensive, high quality clinical care to patients, regardless of age, sex, gender identification, income, national origin, or language.
- To work cohesively as a health care medical team by assisting other providers in completing their responsibilities as necessary, i.e. covering vacations, and seeing patients, processing refill requests, following-up on referrals, covering telephone encounters and notification management.
- Display the highest level of professionalism, integrity, and a strong work ethic, serving as a model for all clinic staff.
- Maintain requirements of licensure, DEA certification and board certification. Fulfill and maintain requirements for credentialing and privileging internally at JHHS and externally with payers and regulatory bodies.
- Work with our primary clinic team to provide a cohesive and proactive environment in effort to enhance patient care.
- Counsels patients on potential side effects of prescribed medications and treatments, verifies and updates allergy information prior to prescribing, and develops, appropriate pharmaceutical and therapeutic regimens to address documented medical conditions.
- Analyzes reports, test results, medical records, and examinations to diagnose patient conditions, develop appropriate treatment plans, and order laboratory and radiology tests, with timely referrals to specialists as indicted.
- Adhere to department policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards.
- Maintains patient confidentiality and comply with all federal and state health information privacy laws.

- Performs accurate, legible, and timely chart documentation following JHHS policies, federal and state Medicaid and Medicare guidelines in the Electronic Health Records System locking all charts within 72 hours of the visit. Use only standard approved abbreviations.
- Serve as preceptor for Medical Students, Family Medicine Residents, Family Nurse Practitioner, Physician Assistant or other mid-level clinic providers, including consultations, case presentations, chart review, on-the-job training, and peer review.
- Take appropriate corrective action to address matters pertaining to employee health and safety that have been brought to their attention.
- Other duties as assigned by Executive Director.

REQUIRED KNOWLEDGE AND SKILLS:

- Principles and delivery models of high-quality, evidence-based medical care, applied at both the direct patient care and organizational leadership levels.
- Advanced clinical assessment, diagnosis, and decision-making across the lifespan.
- Healthcare administration and organizational management, including the development, implementation, and evaluation of clinical programs, policies, and operational processes.
- Leadership and supervisory practices, including workforce planning, recruitment, training, performance management, and corrective action.
- Patient safety principles, risk management practices, and safe use of clinical equipment to support safe, reliable care delivery.
- Federal, State, Tribal, and local healthcare laws and regulations, accreditation standards, and clinical guidelines, with the ability to ensure and communicate organizational compliance.
- Medical record management and health information systems, including documentation standards, accuracy, confidentiality, regulatory compliance, reporting, and use of clinical and administrative applications.
- Patient-Centered Medical Home (PCHM) principles and interdisciplinary, team-based care models that promote coordinated, accessible, cost-effective, and quality-driven care.
- Strategic and operational clinical leadership skills to establish, implement, monitor, and improve goals, policies, procedures, and performance standards.
- Ability to oversee and integrate medical and support services to ensure continuity of care and responsiveness to community health needs.
- Strong written and verbal communication skills, including preparation and review of accurate, compliant medical documentation, reports, and correspondence.
- Sound clinical and administrative judgment, initiative, and accountability within established governance frameworks.
- Interpersonal and relationship-building skills effectively engage providers, staff, leadership, external partners, and diverse patient populations, including management of sensitive or complex interactions.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

**Pueblo of Jemez-Attention Human Resources Department
PO Box 100
Jemez Pueblo, NM 87024**